

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>partially on computer</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Upon receipt of "Inactive Agent" printout, remove inactive agent folders from active file and transfer to State Records Center with "Inactive Agent" computer printout, hold 5 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jerry Holbrook</i>	11-12-81	<i>Fred Anderson</i>	11-12-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	12-8-81
Secretary of State/Designee		<i>Carroll Hart</i>	12-7-81
Attorney General/Designee		<i>[Signature]</i>	12-14-81



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 9-2-71	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 3		Date Received DEC 2 1971	Date Completed DEC 6 1971
3. AGENCY, Division, Subdivision & Administering Office Address Office of Comptroller General, Insurance Dept. Agents Licensing Division 132 State Capitol		4. Person to Contact Wm. R. McBroom	
		5. Working Title Deputy Ins. Comm.	6. Tel. No. 2104

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1950-Present	9. EXACT SERIES TITLE Insurance Agents Files	Inactive Files Temporary agents expired Applicants failed
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10. What function performed resulted in creation of this series

Issuing new agents licenses, renewing permanent licenses, processing application for these licenses, creating and maintaing files on over 30,000 agents. Preparing and correcting agent's license plates, exaiming agents, conducting pre-hearing conferences and holding formal hearing on offending agents, preparing certificates for agents being licensed as non-residents in other states.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

These files consist of original Georgia Insurance Department, "Insurance License Application(s)" (Form GID-103); agent examination papers; Georgia Insurance Department, "INSurance License Renewal Application (s)" (Form GID-101): copies of individual licenses dated prior to 1963, and copies of letters of certification. The files also contain miscellaneous correspondence pertaining to an agent's history in the insurance industry.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers					24 shelves	24 60
Legal-size File Drawers					In Office(s)	In Storage Area(s)
			Floor Space Occupied (Square Feet)		400	
			By Annual Accumulation		This Year's	Last Year's
Open shelf files	184 shelves	441.6	AVERAGE DAILY REFERENCES			

These are continious files and are refer to about 300-400 times a day

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

PAGE 2 YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO
24. REQUIREMENTS. The following requires the files to be kept 10 years:

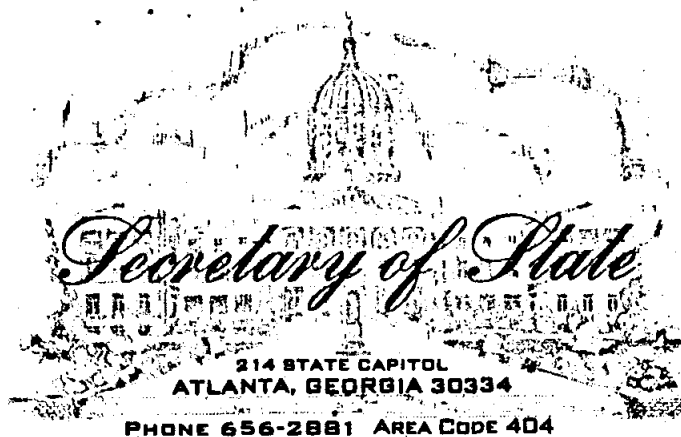
a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER **Screened yearly for agents, then: no longer in the insurance industry in Georgia**
- A. ☐ Destroy immediately after cut off.
- B. ☐ Hold in current files area 3 month(s) / 3 year(s), then:
1. ☐ Destroy.
2. ☒ Transfer to records center; hold 7 year(s), then:
3. ☒ Destroy.
4. ☐ Transfer historical material to Archives;
5. ☐ Destroy remainder.
3. ☐ Destroy after audit (or year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <u>Fred Anderson</u>	Recommendations prepared by <u>Fred Anderson</u>	Approved for Division Date <u>12-5-71</u>	Records Management Officer Date <u>12-5-71</u>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>John S. Caldwell</u> Director, Archives & History <u>Carroll Hart</u> Secretary of State <u>Ben. J. Tilton Jr.</u> Governor of Georgia <u>Jimmy Carter</u>	<u>12-7-71</u> <u>12-1-71</u> <u>12-2-71</u> <u>12-2-71</u>



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DEPARTMENT OF
ARCHIVES AND HISTORY
ATLANTA, GEORGIA 30334
DIRECTOR 656-2358
INFORMATION 656-2381
AREA CODE 404

December 6, 1971

SUBJECT: Records Disposition Standard

TO: COMPTROLLER GENERAL ATTENTION: MICKEY ANDERSON, RMO

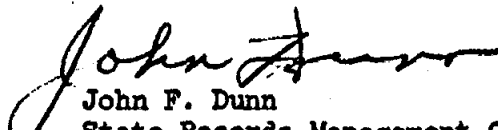
1. Enclosed (are) (~~is~~) approved Records Disposition Standards for the following files:

State Fire Marshal Correspondence Files, 1963-Date
Insurance Agents Files, 1950-Present
Liquified Petroleum Gas Co. Case Files, 1960-Date

2. The following actions will be taken to implement the approved standard:

- a. Place the disposition standard on the file folder, file drawer, file cabinet or other type of container in accordance with the following example and enclosed labeling procedures:
STATE FIRE MARSHAL CORRESPONDENCE FILES (Insert Date of Files)
Cut off at end of CY; hold in current files area 4 yrs.; then transfer to Archives permanently.
SEE REVERSE OF PAGE.
- b. Transfer files to the records center, archives or dispose of them in accordance with the approved standard.
- c. Report surplus files equipment to this office.

3. Questions concerning implementation of the approved standard should be referred to this office (656-2379 or 2380).


John F. Dunn
State Records Management Officer
Archives and Records Building
Atlanta, Georgia 30334

Enclosures: 1. AR-50-71, Form for Disposition Standards
2. Labeling Procedures

INSURANCE AGENTS FILES (Insert Date of Files)

Cut off at end of screened yearly for agents no longer in the insurance industry in Georgia; hold in current files area 3 mths., then transfer to records center; hold 7 yrs.; then destroy.

LIQUIFIED PETROLEUM GAS CO. CASE FILES (Insert Date of Files)

Cut off at end of CY; hold in current files area 3 yrs., then transfer to records center; hold 7 yrs., then destroy.